

<p align="center"> DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE Supersedes Schedule C877 </p>		<p align="center"> Schedule No. C1063 Page 1 of 3 </p>	
Agency Washington County		Division/Unit Planning and Community Development	
Item No	Description	Retention	
1	Variances -contains but not limited to: site plans, letter citing approval of variance, application, agreements, depositions, variance request, copies of ordinance, findings of the circuit court	Screen annually. Destroy material having no further administrative, fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.	
2	Metropolitan planning organization -contains but not limited to: correspondence, N&A instate council members, certification of newspaper ad, text of newspaper ad, contracts, notice to proceed with work, agreements, meeting minutes, agenda package	Screen annually. Destroy material having no further administrative, fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.	
2a	General files -contains but not limited to: blank forms, correspondence, rezoning guidelines, agenda for P.C. meetings, procedure manuals, resumes, planning act of 1992, wildlands designations	(Items 2a, 2b use the same retention as item 2 above).	
2b	Ag appraisal reports: appraisal of ag property by real estate appraisers, contains: exec. Summary, site and neighborhood description, assessment, sales history, zoning, site plans, and photos, price per acre, soil types	(Items 2a, 2b use the same retention as item 2 above).	
Approved by Department, Agency or Division Representative Date November 17, 2008 Signature <i>Joni L. Bittner</i> Type Name Joni L. Bittner Title County Clerk		Schedule Authorized by State Archivist Date 14 May 09 Signature <i>Edward C. [unclear]</i>	

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Item No	Description	Retention
2c	Clearinghouse files -contains but not limited to: MD office of planning, agency review request, grant applications, pending project budget, budget comments, review and recommendations	(Items 2c, 2d, 2e, 2f use the same retention as item 2 above).
2d	Rezoning cases -contains but not limited to: drawings, distribution document, exhibits list, correspondence, account receipt, staff reports, copies of deeds, minutes of county commissioner's meetings, planning master lists, hearing results	(Items 2c, 2d, 2e, 2f use the same retention as item 2 above).
2e	Forest conservation and FX exemptions -contains but not limited to: correspondence, plats, field sampling data sheet, worksheets, approval/disapproval letter, request for exemptions, forestry declaration of intent	(Items 2c, 2d, 2e, 2f use the same retention as item 2 above).
2f	Site plans -contains but not limited to: site plans, correspondence, fact sheet and staff report, approved site plan, agenda for planning commission meetings, traffic impact analysis	(Items 2c, 2d, 2e, 2f use the same retention as item 2 above).
3	Minutes and agenda packets of Washington County Planning Commission and the Historic District Commission.	Permanent. Transfer periodically to the Maryland State Archives.
4	Correspondence of planning staff; director and misc.	Screen annually. Destroy material having no further administrative, fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.
5	Active subdivisions waiting for approval -contains but not limited to: plats, correspondence, subdivision transmittal form, coversheet	Screen annually. Destroy material having no further administrative, fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.

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5a	Receipts/final reports, status reports -contains but not limited to: development fee receipts, pink account copies, correspondence, permit activity report, status of subdivision plats, status reports	(Items 5a, 5b,5c, 5d, 5e, 5f use the same retention as item 5 above).
5b	Withdrawn plats: correspondence, site plans, SHA notices, worksheets, input document- additions and updates to subdivision files, staff reports	(Items 5a, 5b,5c, 5d, 5e, 5f use the same retention as item 5 above).
5c	Preliminary consultations -contains but not limited to: schedule of events, correspondence, summary distribution, plats, environmental impact studies, P.C. notice	(Items 5a, 5b,5c, 5d, 5e, 5f use the same retention as item 5 above).
5d	Preliminary final: application site plans, certifications, approval certifications, plats	(Items 5a, 5b,5c, 5d, 5e, 5f use the same retention as item 5 above).
5e	Simplification plat approval files -contains but not limited to: plats, subdivision signature form, correspondence	(Items 5a, 5b,5c, 5d, 5e, 5f use the same retention as item 5 above).
5f	Subdivision applications approved plats -contains but not limited to: correspondence, route checklist, cover sheets, invoices, site plan, PUD plan review fees schedule, plats, request for exemptions, site document approval checklist, applications	(Items 5a, 5b,5c, 5d, 5e, 5f use the same retention as item 5 above).